

2022 Portfolio Grading Rubric

Student Name: _____

<u>Interview Date & Time:</u>	Pass	Fail	Career Ready
Letter of Introduction <ul style="list-style-type: none"> · Your letter must be dated at the top. · Address the letter-To Whom It May Concern: · Use Times New Roman, 12 font · Must use format assigned in class · Use Sincerely, or Sincerely Yours, at the close of your letter, skip four single spaces and sign your name. Auto Fail if not signed. · Letters longer than one page will be an automatic fail · Proof your letter for mistakes and correct them. A lower case "i" will be an automatic fail. · Sign your name in between the four spaces in ink (blue or black) 			
Resume <ul style="list-style-type: none"> · Do not use a small font. Make sure your resume is spread out over the entire page as much as possible. · Resumes longer than one page will be an automatic fail · Proof for mistakes. · Include your references, at least 2 names must be included. References on request will NOT be accepted. References may not be related to you or be your friends. If you do this, your portfolio will be an automatic fail. · Include complete contact information (job title, full address and phone number) failure to include contact information will be an automatic fail 			
Letter of Recommendation #1 <ul style="list-style-type: none"> · You must have two letters of recommendation, including a signature on each letter. Failure to do so will result in a fail and require immediate correction. · Your letters of recommendation must come from: a teacher, a counselor, an employer, a pastor or priest, a youth counselor, a sixth-grade camp counselor, etc. Your letter must never be from a parent or relative, or another student who attends HHS or has graduated within the last three years. Including friends or relatives is an automatic fail · References are often called and checked by the portfolio graders, so be sure information is accurate. If found to be made up it will be considered academic dishonesty. 			
Letter of Recommendation #2			
Job Application <ul style="list-style-type: none"> · The job application must be FILLED OUT COMPLETELY on both sides. · The application must be filled out in blue or black ink. Use the same ink the entire application. It must be neat without scratch-outs, whiteout, or errors. · Must have Work Experience or Volunteer work, no N/A in work experience area · You must sign the job application, include references, phone numbers and COMPLETE addresses whenever applicable; failure to do so or incorrect addresses will require immediate correction 			

Comments:

Exit Interview Date and Time:

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